PURPOSE OF A USE PERMIT

Use Permits or Minor Use Permits provide a process for reviewing uses and activities that may be appropriate in the applicable zoning district, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site.

Specifically, Use Permits are required for types of land uses that need to be evaluated because of their nature or associated impact. Considerations include noise, traffic congestion, effects on adjacent properties, etc.

Use Permit applications are reviewed by either the Planning Commission or the Community Development Director, as in the case of Minor Use Permits. They are reviewed for building placement and size, traffic generation, compatibility of the proposed use with neighboring properties, and other related items. Conditions may be imposed on the proposed use to make sure that it will not negatively affect the area.

A valid Use Permit applies to the use of the property. It is granted for a specific purpose at a specific address. Therefore, the Use Permit remains valid for any future owners or operators, as long as the use of the property does not change. If conditions of approval are not met, the Use Permit or Minor Use Permit may be revoked by the City pursuant to the Fort Bragg Inland and Coastal Land Use & Development Codes) Section 18.98.070 and 17.98.070, respectively.

NOTICE TO APPLICANTS

All development applications are subject to the regulations set forth in the City of Fort Bragg Inland Land Use & Development Code (ILUDC) and Fort Bragg Municipal Code. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.

USE PERMITS

The Planning Commission will conduct a public hearing before a decision on the application. Notice of the public hearing is provided to all property owners within a radius of 300' from property boundaries. The notice provides a description of the project and the time and place of the hearing.

The decision of the Planning Commission is final and effective on the 11th day following the date the decision was rendered, unless appealed to the City Council.

MINOR USE PERMITS

For Minor Use Permits, the Community Development Director provides a public notice to property owners within a 300' radius from the project property boundaries. The public notice gives a description of the proposed project, whether the Director will approve or disapprove the Minor Use Permit application on the date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person.

The decision of the Community Development Director is final and effective on the 11th day following the date the decision was rendered, unless appealed to the Planning Commission. Decisions of the Planning Commission may be appealed to the City Council.

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2827, ext. 111
Fax (707) 961-2802
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Use Permits & Minor Use Permits

City of Fort Bragg

Community Development Department

Consult the City of Fort Bragg Inland and Coastal Land Use & Development Codes Sections 18.71.060 and 17.71.060 for further information about Use Permits and Minor Use Permits.

NOTE: Projects in the Coastal Zone requiring a Use Permit or Minor Use Permit also require a Coastal Development Permit

SUBMITTAL REQUIREMENTS

A planning application and applicable fee shall be submitted for development projects requiring discretionary review by the Planning Commission or Director. One application may be used for multiple permits processed concurrently for a project. Applicants must submit one (1) digital and one (1) paper set of each of the following scaled plans on 11" x 17" paper with all dimensions shown. More complex projects will also be required to submit one set of 24" x 36" plans. Additional plans may be necessary upon request.

SITE PLAN

A site plan containing the following information shall be submitted for the City staff and Planning Commission to fully and accurately evaluate the proposal:

A. The lot or parcel involved, showing shape and dimensions.
B. Abutting street and name, indicating distance from property line.
C. North arrow and scale.
D. The location of proposed new or existing buildings, if any, and their uses and distances to property lines.
E. All driveways, approaches, barriers, parking and loading areas.
F. Location of utility lines (power, telephone, sewer, water).
G. With dotted lines, indicate an addition to an existing structure, if applicable.
H. Show proposed landscaping on the site plan unless a separate landscape/planting plan is included in the application.
I. All proposed/existing landscaping shall be illustrated on the site plan.
J. Identify the size and species of all trees. Label each tree to be removed with an "X" through it.
K. Indicate potential phasing limits of the project. Describe the manner of installing and maintaining parking, lighting, landscaping, private grounds, streets, utilities, and open space.

ARCHITECTURAL ELEVATIONS

A. Elevations of all sides of new structures shall be shown.
B. If the exterior of an existing structure is to be changed, all existing and proposed elevations of the structure shall be shown.
C. Exterior materials and colors of all proposed and existing structures shall be indicated or generally described. Color and material samples shall be submitted.
D. All mechanical equipment or similar features located above the roof shall be shown.

FLOOR PLANS

Provide floor plans of all stories with rooms, exterior doors and windows, and seats (for eating establishments) indicated so that parking and coverage calculations can be made.

LANDSCAPE PLANS

A detailed landscape plan shall be submitted for the entire site, in compliance with Chapter 18.34 (Landscaping Standards) of the Inland Land Use & Development Code (ILUDC).

SIGN PLANS

A detailed sign plan shall be submitted for the entire site, in compliance with Chapter 18.38 (Signs) of the ILUDC.

OTHER PLANS & REPORTS

Other plans and reports may be required based on the information provided. These include but are not limited to preliminary grading and drainage plans, botanical surveys, wetlands delineation, and soil reports.

ENVIRONMENTAL REVIEW

Some Use Permit applications must undergo environmental review under the California Environmental Quality Act. The preliminary environmental review will be conducted by Community Development Department staff. The applicant may be required to submit information concerning traffic, noise, biological factors, etc.

EVALUATION OF PROJECT

Applications are evaluated according to the following criteria:

A. Conform to the City of Fort Bragg General Plan, Local Coastal Plan, and Inland Land Use & Development Code.
B. Compatibility with the surrounding area.
C. Location, size, design, and operating characteristics of the proposed use, availability of public facilities, generation of traffic, and other pertinent characteristics of the use and/or area.

PROCESS

The application will first be reviewed by City staff for completeness and to determine whether the project is subject to review by the Planning Commission or Director. The application, along with all supporting documentation, will be routed to affected local, State, and Federal agencies for review and comment.

If the application is to be reviewed by the Planning Commission, a public hearing will be scheduled. The decision of the Planning Commission shall be final unless appealed to the City Council.

If the application is subject to review by the Director, a Notice of Pending Decision shall be issued. An interested third party may request a public hearing. Minor Use Permit decisions by the Director may be appealed to the Planning Commission.

A typical Planning Permit will take 10-12 weeks. Complex projects can take considerably longer.